

US FEDERAL CONTRACT

User Guide



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1 Structure of the Application

Following are the elements of the application

1.1. Header

Menu



Current User Information

JUSTIN CLARK | Logout

Quick Program Search

The search bar helps you search program and switch to it.

1.2. Section Editor

Each section has an edit button. Use it to change values within that section. Once done you can save it or revert back the changes

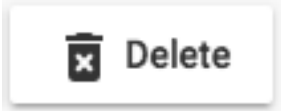


1.3. Tool bar

A program and order can be downloaded in pdf format. User the **Print** button to download it.



At few places we have **Delete** button, this would delete the the entity under consideration

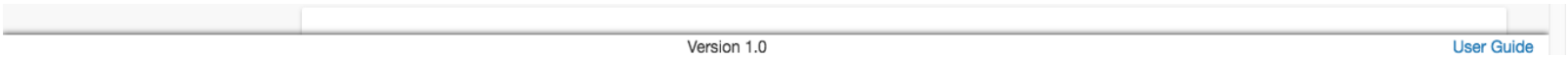


1.4. Pagination

The lists are supported with pagination at the bottom; use it navigate between the pages



1.5. Footer



It shows application’s versions and you can download this guide from there

2 Understanding the home page

It has list of programs grouped by recent actions

- Name of the program
- Date when the program was updated
- Navigate to program

2.1 Recently Updated

It shows top 10 programs that have been recently updated by anybody in the system

| RECENTLY UPDATED | | |
|------------------|--|--------------|
| # | Name 1 | Updated On 2 |
| 1 | Defence and Security Accelerator | May 24, 2017 |
| 2 | Counter-proliferation 3 | May 24, 2017 |
| 3 | Domestic Programme | May 24, 2017 |
| 4 | Cross-Government Prosperity Fund Programme | May 24, 2017 |
| 5 | Domestic Programme Fund | May 24, 2017 |

2.2 Recently Created

It shows top 10 programs that has been recently created in the application

| RECENTLY CREATED | | |
|------------------|--|--------------|
| # | Name 1 | Created On 2 |
| 1 | Broadband Delivery | May 23, 2017 |
| 2 | Domestic Programme Fund 3 | May 18, 2017 |
| 3 | State Children's Insurance | Apr 26, 2017 |
| 4 | Cross-Government Prosperity Fund Programme | Apr 25, 2017 |
| 5 | Domestic Programme | Apr 25, 2017 |

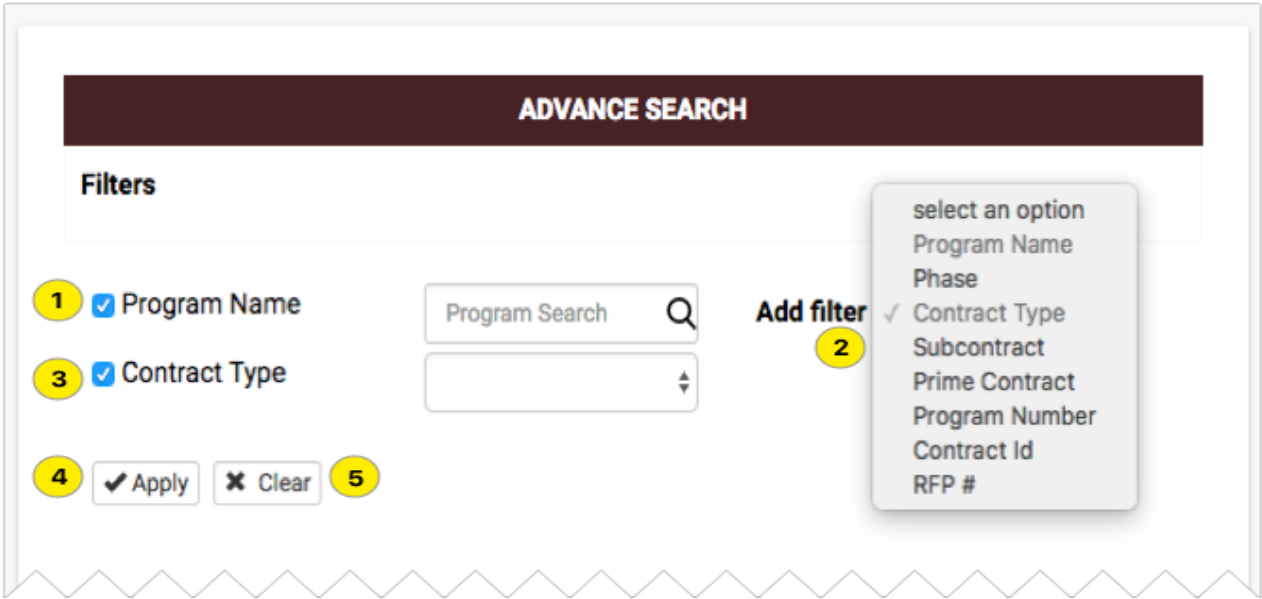
2.3 Recently Viewed

It shows list of programs you have viewed recently

| RECENTLY VIEWED | | |
|-----------------|--|--------------|
| # | Name 1 | Viewed On 2 |
| 1 | Broadband Delivery 3 | May 24, 2017 |
| 2 | Defence and Security Accelerator | May 24, 2017 |
| 3 | Counter-proliferation | May 24, 2017 |
| 4 | Domestic Programme | May 24, 2017 |
| 5 | Cross-Government Prosperity Fund Programme | May 24, 2017 |

2.4 Advance Search

Using this you should be able to drill down to specific set of programs



- 1. Program Name- - the default filter; you can deselect it
- 2. use it to add more filters
- 3. Newly added filter
- 4. Apply – button to go to results.
- 5. Clear – to reset values of filter

3 How to search and view a program?

3.1 Searching a program

3.1.1 Filters

There are Filters in Program Tab that helps you input different attributes to search from



- 1. default filter
- 2. use it to add more filters
- 3. additional unselected filter
- 4. another selected filter
- 5. Apply – button to go to results.
- 6. Clear - to reset values of filter

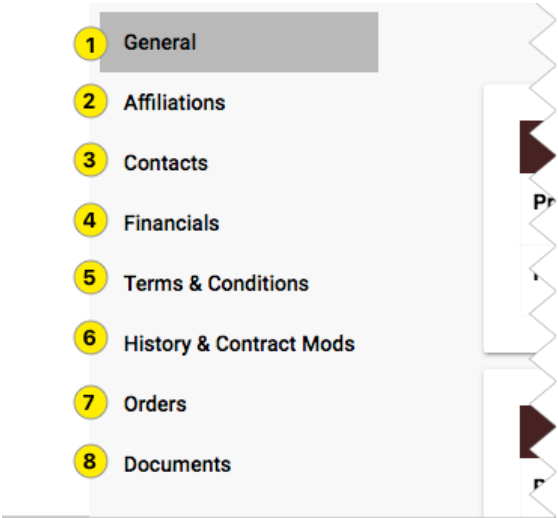
3.1.2 List of programs

| PROGRAMS | |
|----------|--|
| # | Name 1 |
| 1 | Broadband Delivery |
| 2 | Domestic Programme Fund 2 |
| 3 | State Children's Insurance |
| 4 | Cross-Government Prosperity Fund Programme |
| 5 | Domestic Programme |
| 6 | Counter-proliferation |
| 7 | Army Federal Program |

- 1. Name of program
- 2. Click on any program to show detail

3.2 Viewing a program

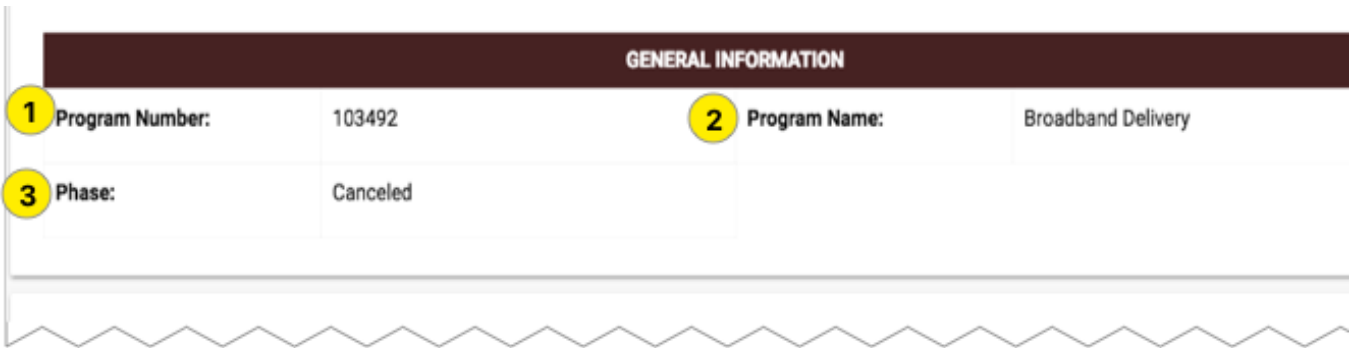
A program's details have been segregated into following 8 tabs



3.2.1 General Tab

It has following sections

General Information



- 1. Auto generated program number -
- 2. The program name
- 3. Phase

Summary Information

| SUMMARY INFORMATION | | | | | |
|---------------------|-------------------|----------|---|--------------------|----------|
| 1 | RFP #: | 32568 | 2 | Letter Contract #: | a85791 |
| 3 | Prime Contract #: | OoD-2345 | 4 | Contract Id #: | 35894 |
| 5 | Role: | Prime | 6 | Subcontract #: | 35894.12 |

- RFP#

Contract Types

| CONTRACT TYPES | |
|----------------|---------------------|
| # | Contract Type 1 |
| 1 | Time & Material |
| 2 | Cost Plus Incentive |
| 3 | Firm Fixed Price |

Primary Place of Performances

| PRIMARY PLACE OF PERFORMANCES | |
|-------------------------------|------------|
| # | Places 1 |
| 1 | Arkansas |
| 2 | California |
| 3 | Delaware |

Award Basis

| AWARD BASIS | | | | | |
|-------------|--------------|----------|---|--|---------------|
| 1 | Award Basis: | Multiple | 2 | If task/delivery orders then competition is: | Discretionary |

Service Offerings

| SERVICE OFFERINGS | |
|-------------------|---|
| # | Service Offering 1 |
| 1 | Applications Maintenance |
| 2 | Health Care Finance Administration (HCFA) |
| 3 | Business Continuity |

Corporate Identifier

| CORPORATE IDENTIFIER | | | | | |
|----------------------|---------------------|----------------------------------|---|-----------------|-------------|
| 1 | CAGE Code: | 0CVK8 | 2 | Corporate DUNS: | 07-781-7617 |
| 3 | Corporate Location: | 225 Grandview Ave, Camp Hill, PA | | | |

- Letter Contract #
- Prime Contract #
- Contract Id#
- Role
- Subcontract #

- It can take multiple values

1. Multiple Places

1. Multiple or Single
2. can be one of
 - a. Discretionary
 - b. None
 - c. Required

- 4 can be one of the service offerings

1. One of the CAGE Codes
2. Corporate DUNS attached with CAGE code
3. One of the Corporate Location

Renewal

| RENEWAL | |
|--|--------------|
| 1 Current Term Expires On: | May 31, 2017 |
| 2 Next notice of intent due by: | May 17, 2018 |
| 3 Valid exercise requires (day[s] notice): | 3 |

- 1. Date of Current Term Expiration
- 2. Due date of Next notice of intent
- 3. Day[s] of notice required for valid exercise

Dates

| DATES | |
|----------------------------|--------------|
| 1 Award Date: | May 24, 2017 |
| 2 Maximum Term Start Date: | May 25, 2017 |
| 3 Maximum Term End Date: | May 31, 2017 |
| 4 Base Period Start Date: | May 31, 2017 |
| 5 Base Period End Date: | May 31, 2018 |

- 1. Award Date
- 2. Maximum Term Start Date
- 3. Maximum Term End Date
- 4. Base Period Start Date
- 5. Base Period End Date

Option Periods

| OPTION PERIODS | | | |
|----------------|----------|--------------|--------------|
| # | Number 1 | Start Date 2 | End Date 3 |
| 1 | 12558 | May 24, 2017 | May 31, 2017 |
| 2 | 12885 | Jun 4, 2018 | Jun 29, 2018 |

- 1. Number
- 2. Start Date
- 3. End Date

Procurement Regulations

| PROCUREMENT REGULATIONS | | |
|-------------------------|--------------|---------|
| # | Regulation 1 | Notes 2 |
| 1 | NASA | Notes |
| 2 | DFARS | Notes |

- 1. Regulation
 - d. FAR
 - e. NASA
 - f. DFARS
 - g. Other
- 2. Notes

Owners

| OWNERS | | |
|--------|--------------|---------|
| # | Owner 1 | Type 2 |
| 1 | Justin Clark | Finance |
| 2 | Newm | Legal |

- 1. Owners
- 2. Type

4.1.1 Affiliations Tab

| AFFILIATIONS | |
|--------------|--------------------|
| # | Affiliation Type 1 |
| 1 | IS THE SAME ISS |
| 2 | IS A RELATED CL |
| 3 | IS A CROSS REFE |

| AFFILIATIONS | |
|--------------|------------------------|
| # | Program Name 2 |
| 1 | Army Federal Program 3 |
| 2 | Federal 1 |
| 3 | Newfederal |

- 1. Affiliation Type
- 2. Program Name
- 3. Click on any program to detail.

4.1.2 Contacts Tab

| CONTACTS | | |
|----------|-----------------|---------------|
| # | Type 1 | Contact 2 |
| 1 | Awarding Agency | Federal |
| 2 | Payment Office | Thomson Brett |

1. Type
- h. Awarding agency

i. Govt. POC

j. Contractor

k. Payment Office
2. Contact

4.1.3 Financials Tab

It has following sections

Financial Control data

| FINANCIAL CONTROL DATA | |
|--------------------------|--------------------------|
| 1 Responsibility Center: | Journal of Higher Policy |

1. Responsibility Centre

Payment Information

| PAYMENT INFORMATION | |
|-------------------------------|----------------|
| 1 Payment Office: | Andrew Flintop |
| 2 Special Billing Provisions: | None |

1. Payment office
2. Special Billing Provisions

Mechanics

| MECHANICS | | | |
|---------------------|--------|----------------------|-------------|
| 1 Authorized Users: | Albert | 2 Contract Ordering: | Centralized |

1. Authorized Users
2. Contract Ordering
1. Centralized

m. Decentralized

n. General

o. INS

Financial

| FINANCIAL | | |
|--|--|-------------|
| 1 Original Estimated Lifecycle Contract Value: | | \$9,000.00 |
| 2 Current Estimated Lifecycle Contract Value: | | \$16,000.00 |
| 3 Current Obligated Funds: | | \$5,000.00 |

1. Original Estimated Lifecycle Contract Value
2. Current Estimated Lifecycle Contract Value
3. Current Obligated Funds

4.1.4 Terms & Conditions Tab

| TERMS & CONDITIONS | | | |
|--|---------------|--------------|--|
| 1 Name | 2 Description | 3 Date | |
| 1 Service Contract Act | Notes | May 24, 2017 | |
| 2 Economic and MOnetary Union (EMU) Compliance | Notes | May 31, 2017 | |

1. Name
2. Description
3. Date

4.1.5 History & Contract Mods Tab

It has following sections

History

| HISTORY | | | |
|----------------|--------------------|---------------|--|
| 1 Date | 2 Last Modified By | 3 Description | |
| 1 May 24, 2017 | Brait Lee | Notes | |
| 2 May 25, 2017 | Justin Clark | Notes | |

1. Date
2. Last Modified By
3. Description

Show Cause/ Cure Notice

| SHOW CAUSE / CURE NOTICE | | | |
|-----------------------------|---------|----------------------------------|--------------|
| 1 Show Cause / Cure Notice: | NO | 2 Show Cause / Cure Notice Date: | May 31, 2017 |
| 3 Actions: | Initial | | |

1. Show Cause / Cure Notice
2. Show Cause / Cure Notice Date
3. Actions

Contract Mods

| CONTRACT MODS | |
|---------------|-----------------|
| # | Name 1 |
| 1 | 876 5/24/2017 2 |
| 2 | 876 5/24/2017 |

1. Name - Which contains list of contract mods
2. If user click on any name, then user will get the detail

4.1.6 Documents Tab

It shows files organized into folders

DOCUMENTS FOLDERS

Funds

Legal

New Folder

DOCUMENTS

| Name | Size | Type | Time | Date |
|--------------|--------|-------|---------|--------------|
| Affiliations | 49kb | png | 7:11 PM | May 24, 2017 |
| user-guide | 1311kb | docx | 7:11 PM | May 24, 2017 |
| user-guide | 2309kb | pages | 7:10 PM | May 24, 2017 |

1. Folder
2. New Folder

1. Name
2. Size
3. Type
4. Time
5. Date

4.1.7 Orders Tab

Each program has the list of order; use it to navigate through them

List

| ORDERS | | | |
|--------|--------|---------------------|----------------|
| # | Name | Type | Effective Date |
| 1 | 22151 | Firm Fixed with EPA | May 31, 2017 |
| 2 | 125698 | Cost Plus Incentive | Jun 15, 2017 |

1. Orders Name
2. Type
3. Effective Date

4.2 Viewing an order

An order's attributes are organized into sections

Details

DETAILS

| | | | |
|---------------|---------------------|----------------|--------------------|
| Order Name | 22151 | Scope | Center Outsourcing |
| Order Type | Firm Fixed With EPA | Effective Date | May 31, 2017 |
| Pop From | May 24, 2017 | Pop To | Jun 14, 2017 |
| Proposal Date | May 25, 2017 | Resp Center | Scotiabank |
| Customer | Michel | | |
| Description | Notes | | |

1. Orders Name
2. Scope
3. Order Type
4. Effective Date
5. Pop From
6. Pop To
7. Proposal date
8. Resp Center
9. Customer
10. Description

Financials

FINANCIALS

| | | | |
|------------------------|--------------|------------------|--------------|
| Fixed Price Cumulative | \$10,000.00 | Cost Cumulative | \$5,000.00 |
| Fee Cumulative | \$1,000.00 | Total Cumulative | \$16,000.00 |
| Obligated Amount | \$5,000.00 | | |
| Limit of Funds | | | |
| Amount | \$100,000.00 | Notification | Jun 14, 2017 |
| Percentage (%) | 50 | | |

1. Fixed Price Cumulative
2. Cost Cumulative
3. fee Cumulative
4. Total Cumulative
5. Obligated Amount
6. Limit of Funds Amount
7. Limit of Funds Notification
8. Limit of Funds Percentage

Decentralized Order

| DECENTRALIZED ORDER | |
|--------------------------|----------------|
| 1 Payment Office | Federal |
| 2 Contract Administrator | Andrew Flintop |
| 3 Contract Admin Backup | Thomson Brett |

- 1. Payment Office
- 2. Contract Administrator
- 3. Contract Admin Backup

Contracting Officer

| CONTRACTING OFFICER | |
|---------------------|--------------|
| # | Name 1 |
| 1 | Federal |
| 2 | Michel Clark |

- 1. Name of Contracting Officer

Account Manager

| ACCOUNT MANAGER | |
|-----------------|----------------|
| # | Name 1 |
| 1 | Michel Clark |
| 2 | Andrew Flintop |

- 1. Name of Account Manager

Security

| SECURITY | |
|--|-------|
| 1 <input checked="" type="checkbox"/> Required | |
| 2 Security Requirement Notes | Notes |

- 1. Required
- 2. Security Requirement Notes

Modifications

| MODIFICATIONS | | |
|---------------|---------|------------------|
| # | Name 1 | Effective Date 2 |
| 1 | 3452352 | Jun 30, 2017 |

- 1. Name
- 2. Effective Date

4.3 Viewing a modification

It has following sections

Modification Details

| | | | |
|-----------------------------------|--------------|------------------|---------------------------|
| ← Modification - 3452352 of 22151 | | | |
| DETAILS | | | |
| 1 Name | 3452352 | 2 Scope | Certification And Deployr |
| 3 Order Type | Cost Sharing | 4 Change Type | Bilateral |
| 5 Pop From | Jun 5, 2017 | 6 Pop To | Jun 6, 2017 |
| 7 Proposal Date | May 31, 2017 | 8 Effective Date | Jun 30, 2017 |

- 1. Orders Name
- 2. Scope
- 3. Order Type
- 4. Change Type
- 5. Pop From
- 6. Pop To
- 7. Proposal date
- 8. Effective Date
- 9. Back to list

Modification Financials

| | | |
|-------------|-------------|--------------|
| FINANCIALS | | |
| Field 1 | Amount 2 | Adjustment 3 |
| Fixed Price | \$10,000.00 | Plus |
| Cost | \$5,000.00 | Plus |
| Fee | \$1,000.00 | Plus |
| Obligated | \$5,000.00 | Plus |

- 1. Fields
- 2. Amount
- 3. Adjustment

Modifications Changes Made

| | |
|---------------------------|--|
| CHANGES MADE | |
| 1 Add/Change Funding Data | |
| 2 Administrative Change | |
| 3 Change PoP | |

- 1. Add/ Change Funding Data
- 2. Administrative Change
- 3. Change Pop

5 How to download the details of a program?

5.1 Downloading a program

A program can be downloaded in pdf format. Use the Print button to download it.

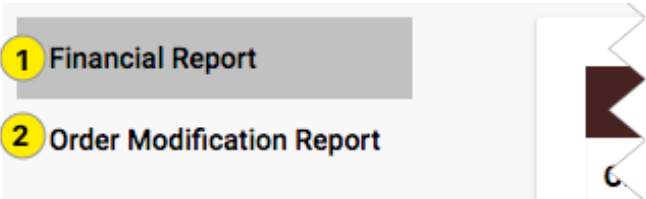
| Program - State Children's Insurance | | | |
|--------------------------------------|----------------------|---|--------------------------------|
| General Information | | | |
| Program Number : | 103483 | | Phase: Reopen |
| Summary Information | | | |
| RPF #: | 6545-5456 | | Letter Contract No#: 2999-5454 |
| Prime Contract #: | 464-5445 | | Contract Id #: 566-8787 |
| Role | Subcontractor | | Sub Contract #: 6656-545 |
| Contract Types | | | |
| SNo. | Contract Type | | |
| 1 | Firm Fixed Incentive | | |
| Place Of Performances | | | |
| SNo. | Place | | |
| 1 | Washington | | |
| Award Basis | | | |
| Award Basis | Multiple | If task/delivery orders then competition is | Discretionary |
| Service Offerings | | | |

5.2 Downloading details of an order

An Order can be downloaded in pdf format. Use the Print button to download it.

| Order Name - 1398 | | | | |
|--------------------------|-------------------|--|--------------------|--------------------|
| Details | | | | |
| Order Type : | Cost Sharing | | Scope : | Program management |
| Pop From : | Apr 26, 2017 | | Pop To : | Apr 27, 2017 |
| Effective Date : | Apr 26, 2017 | | Resp Center : | test |
| Proposal Date : | Apr 19, 2017 | | Customer : | Michel Clark |
| Description : | Used for testing | | | |
| Financial | | | | |
| Fixed Price Cumulative : | \$22,545,655.00 | | Cost Cumulative : | (\$4,454,567.00) |
| Fee Cumulative : | \$456,456,787.00 | | Total Cumulative : | \$474,547,875.00 |
| Obligated Amount : | (\$44,545,678.00) | | | |
| Limits Of Funds | | | | |
| Amount : | \$45,000.00 | | Notification : | Apr 27, 2017 |
| Percentage(%) : | 44 | | | |

6 Reports



- 1. Financial report
- 2. Order Modification Report

6.1 Financial Report

Gets the financial attributes of programs which can be exported based to excel.

Step 1 - selecting the conditions

1

Original Estimated Lifecycle Contract Value

Greater than: 100 \$

Less than: 5000 \$

2

Current Estimated Lifecycle Contract Value

Greater than: 500 \$

Less than: 10000 \$

3

Current Obligated Funds

Greater than: 500 \$

Less than: 6000 \$

4

Submit

Reset

5

- 1. Original Estimated Lifecycle Contract Value
- 2. Current Estimated Lifecycle Contract Value
- 3. Current Obligated Funds
- 4. Submit
- 5. Reset

Step 2 - report

5

Reset

Export

6

| FINANCIAL REPORT | | | | |
|------------------|---|--------------|-------------|--|
| 1 | Original Estimated Lifecycle Contract Value | Greater than | Less than | |
| | Current Estimated Lifecycle Contract Value | \$100.00 | \$50,000.00 | |
| | Current Obligated Funds | \$100.00 | \$10,000.00 | |

| # | Program Name 2 | Estimated Life Contract Value 3 | | Current Obligated Funds 4 |
|---|--------------------|---------------------------------|------------|---------------------------|
| | | Original | Current | |
| 1 | Domestic Programme | \$5,000.00 | \$5,400.00 | \$1,000.00 |

- 1. Original Estimated Lifecycle Contract Value
- 2. Program Name
- 3. Estimated Lifecycle Contract Value
- 4. Current Obligated Funds
- 5. Reset
- 6. Export

6.2 Order Modification Report

Gets list of modifications of selected orders

Step 1 - selecting an order

ORDER MODIFICATION REPORT

1

Program

Broadband Delivery

Order

| # | 2 | Name | |
|---|--------|------|--------------|
| 1 | 22151 | | <div>3</div> |
| 2 | 125698 | | |

« Previous

1

Next »

4

Submit

Reset

5

1. Program
2. Order Names
3. Check box
4. Submit
5. Reset

Step 2 - the report

ORDER MODIFICATION REPORT

1

Program:

Broadband Delivery

Prime Contract Number:

OoD-2345

Award Date:

May 24, 2017

Maximum Term Start Date:

May 25, 2017

Maximum Term End Date:

May 31, 2017

2

Order: 22151

3

| Order Mod # | Orde Type | Effective Date | Pop From | Pop To | Obligated Amount | Fixed Price Amount | Cost Amount | Fee Amount | Total Amount |
|-------------|--------------|----------------|-------------|-------------|------------------|--------------------|-------------|------------|--------------|
| 3452352 | Cost Sharing | Jun 30, 2017 | Jun 5, 2017 | Jun 6, 2017 | \$5,000.00 | \$10,000.00 | \$5,000.00 | \$1,000.00 | \$16,000.00 |

1. Program
2. Order no.
3. Order modification Fields

7 How to modify a program?

Program Editor

Each section has an edit button. Use it to change values within that section. Once done you can save it or revert back the changes

Edit

Save

Cancel

7.1 General Tab

Use it modify the following sections independently

General Information

GENERAL INFORMATION

1

Program Number:

103492

3

Program Name*:

Broadband Delivery

2

Phase:

Canceled

Save

Cancel

1. Program Number – auto generated number and cannot be edited
2. Program Name – text which is used to identify the program
3. Phase

Summary Information

SUMMARY INFORMATION

1

RFP #:

32568

2

Letter Contract #:

a85791

3

Prime Contract #:

OoD-2345

4

Contract Id #:

35894

5

Role:

PRIME

6

Subcontract #:

35894.12

Save

Cancel

1. RFP #
2. Letter Contract #
3. Prime Contract #
4. Contract Id #
5. Role – User can take one of the following values
1. Prime
2. Subcontractor
6. Subcontract Id #

Contract Types

CONTRACT TYPES

1

Contract Type

1

Time & Material

Clear

2

Cost Plus Incentive

Clear

3

Firm Fixed Price

Clear

4

Select an option

Done

- Contract Type
- Clear - User can remove the selected contract type.

Primary Place of Performance

PRIMARY PLACE OF PERFORMANCES

Save

Cancel

| # | Places | |
|---|-------------------------|------------------|
| 1 | California | <div>Clear</div> |
| 2 | <div>Place search</div> | <div>Done</div> |

1. Places - user can select multiple.

Award Basis

AWARD BASIS

Save

Cancel

1

Award Basis:

Multiple

If task/delivery orders then competition is:

2

DISCRETIONARY

1. Award Basis : User can take one of the following values
 - Multiple
 - Single
2. If task/delivery orders then competition is:

1. Discretionary

2. None

3. Required

Service Offerings

SERVICE OFFERINGS

Save

Cancel

| # | Service Offering | |
|---|---|------------------|
| 1 | Applications Maintenance | <div>Clear</div> |
| 2 | Business Continuity | <div>Clear</div> |
| 3 | Health Care Finance Administration (HCFA) | <div>Clear</div> |
| 4 | <div>Select an option</div> | <div>Done</div> |

1. Service Offerings

Corporate Identifier

CORPORATE IDENTIFIER

Save

Cancel

1

CAGE Code:

OCVKB

Corporate DUNS:

2

07-781-7617

3

Corporate Location:

225 GRANDVIEW AVE, CAMP HILL, PA

1. Cage Code
2. Corporate DUNS –Auto generated
3. Corporate Location

Renewal

RENEWAL

Save

Cancel

1

Current Term Expires On:

2017-05-31

Next notice of intent due by:

2

2018-05-17

3

Valid exercise requires (day[s] notice):

3

1. Current Term Expire On
2. Next notice of Intent due by
3. Valid exercise requires (day[s] notice)

Dates

DATES

Save

Cancel

1

Award Date:

2017-05-24

2

Maximun Term Start Date:

2017-05-25

Maximun Term End Date:

3

2017-05-31

4

Base Period Start Date:

2017-05-31

Base Period End Date:

5

2018-05-31

1. Award Date

2. maximum Term Start Date
3. Maximum Term End Date
4. Base Period Start Date
5. Base Period End Date

Option Periods

OPTION PERIODS

Save

Cancel

| # | Number | Start Date | End Date | |
|---|-------------|--------------|--------------|------------------|
| 1 | 12558 | May 24, 2017 | May 31, 2017 | <div>Clear</div> |
| 2 | 12885 | Jun 4, 2018 | Jun 29, 2018 | <div>Clear</div> |
| 3 | <div></div> | <div></div> | <div></div> | <div>Done</div> |

1. Number
2. Start Date
3. End Date

Procurement Regulations

PROCUREMENT REGULATIONS

Save

Cancel

| # | Regulation | Notes | |
|---|-----------------------------|-------------|------------------|
| 1 | NASA | Notes | <div>Clear</div> |
| 2 | <div>Select an option</div> | <div></div> | <div>Done</div> |

1. Number
2. Start Date
3. End Date

Owners

OWNERS

SaveCancel

| # | Owner 1 | Type 2 | |
|---|--|------------------|-------|
| 1 | Justin Clark | finance | Clear |
| 2 | Newdean | Legal | Clear |
| 3 | <input type="text" value="user search"/> | Select An Option | Done |

1. Owner
2. Type

7.2 Affiliations Tab

AFFILIATIONS

SaveCancel

| # | Affiliation Type 1 | Program Name 2 | |
|---|---|---|-------|
| 1 | IS A COUNTER CL | State Children's Insurance | Clear |
| 2 | IS A RELATED CL | Cross-Government Prosperity Fund Programme | Clear |
| 3 | IS CONSOLIDATED | Counter-Proliferation | Clear |
| 4 | <input type="text" value="select an option"/> | <input type="text" value="Program Search"/> | Done |

1. Affiliation Type
2. Program Name

7.3 Contacts Tab

CONTACTS

SaveCancel

| # | Type 1 | Contact 2 | |
|---|---|---|-------|
| 1 | Awarding Agency | Fred | Clear |
| 2 | Contractor | Andrew Flintop | Clear |
| 3 | Payment Office | Thomson Brett | Clear |
| 4 | <input type="text" value="Select an option"/> | <input type="text" value="Contact Search"/> | Done |

1. Type
2. Contact

7.4 Financials Tab

Financial Control Data

FINANCIAL CONTROL DATA

SaveCancel

1

Responsibility Center:

1. Responsibility Center

Payment Information

PAYMENT INFORMATION

Save

1

Payment Office:

2

Special Billing Provisions:

1. Payment Office
2. Special Billing Provisions

Mechanics

MECHANICS

SaveCancel

1

Authorized Users:

Contract Ordering:

2

1. Authorized Users
2. Contract Ordering

Financial

FINANCIAL

| | | | |
|---|--|-----------------------------------|----|
| 1 | Original Estimated Lifecycle Contract Value: | <input type="text" value="9000"/> | \$ |
| 2 | Current Estimated Lifecycle Contract Value: | \$16,000.00 | |
| 3 | Current Obligated Funds: | \$5,000.00 | |

1. Original Estimated Lifecycle Contract Value
2. Current Estimated Lifecycle Contract Value
3. Current Obligated Funds

7.5 Terms & Conditions Tab

TERMS & CONDITIONS

SaveCancel

| # | Name 1 | Description 2 | Date 3 | |
|---|--|---------------|--------------|-------|
| 1 | Service Contract Act | Notes | May 24, 2017 | Clear |
| 2 | Economic and Monetary Union (EMU) Compliance | Notes | May 31, 2017 | Clear |
| 3 | Select an option | | | Done |

« Previous 1 Next

- 1. Name
- 2. Description
- 3. Date

7.6 History & Contract Mods Tab

It has following sections

New History

NEW HISTORY

Save

1 Date:

Last Modified By:

3 User Search

2 Description

- 1. Date
- 2. Last Modified By
- 3. Description

Show Cause / Cure Notice

SHOW CAUSE / CURE NOTICE

SaveCancel

1 Show Cause / Cure Notice:

No

Show Cause / Cure Notice

2 2017-05-31

3 Actions:

Initial

- 1. Show Cause/Cure Notice
- 2. Show Cause/ Cure Notice Date
- 3. Actions

New Contract Mods

NEW CONTRACT MOD

SaveCancel

1 Contract Mod* #

Effective Date:

2

3 Change Type:

Select an option

Comment:

6

CHANGES MADE

| # | 7 Type Of Change Made | |
|---|-----------------------|------|
| 1 | Select an option | Done |

- 1. Contract Mod#
- 2. Effective Date
- 3. Change Type
- 4. Comment
- 5. Type of Change Made

8 How to create a program?

Use the new button to create new program in Programs tab.



User can fill the details of program then click on save button. New program created.

NEW PROGRAM

4 SaveCancel

GENERAL INFORMATION

1 Program Number:

Program number will be auto-generated

Program Name:

2

3 Phase:

select an option

The fields to be filled are the one on the General Tab

9 How to add an order to a program?

You can fill following sections and save to create new order

New Order

NEW ORDER

Save

Ca

DETAILS

1

Order Name*:

3

Order Type:

select an option

5

Pop From:

7

Proposal date:

9

Customer:

Customer Search

10

Description:

2

Scope:

select an option

4

Effective date:

6

Pop To:

8

Resp Center:

1. Orders Name
2. Scope
3. Order Type
4. Effective Date
5. Pop From
6. Pop To
7. Proposal date
8. Resp Center
9. Customer
10. Description

Financials

FINANCIALS

Save

Ca

1

Fixed Price Cumulative:

10000

\$

3

Fee Cumulative:

1000

\$

5

Obligated Amount:

5000

2

Cost Cumulative:

5000

4

Total Cumulative:

16000

6

Amount:

100000

\$

8

Percentage:

50

%

7

Notification:

2017-06-14

Limit of Funds

2. Cost Cumulative
3. fee Cumulative
4. Total Cumulative
5. Obligated Amount
6. Limit of Funds Amount
7. Limit of Funds Notification
8. Limit of Funds Percentage

1. Fixed Price Cumulative

Decentralized Order

DECENTRALIZED ORDER

1

Payment Office:

Fred

2

Contract Administrator:

Andrew

3

Contract Admin Backup:

Thomson

1. Payment Office
2. Contract Administrator
3. Contract Admin Backup

Contracting Officer

CONTRACTING OFFICER

#

Name

1

1

Michel Clark

Clear

2

Fred

Clear

3

Contracting Officer Search

Done

1. Name

Account Manager

ACCOUNT MANAGER*

Save

#

Name

1

1

Michel Clark

Clear

2

Andrew Flintop

Clear

3

Account Manger Search

Done

1. Name

Security

SECURITY

1

☒ Required

2

Security Requirement Notes

Notes|

Save

1. Required
2. Security Requirement Notes

10 How to add a modification to an order?

In orders tab of a program navigate to modifications section.

New Modifications of 22151

SaveCancel

DETAILS

1

Name*

Scope:

2

select an option

3

Order Type:

select an option

Change Type:

4

select an option

5

Pop From:

Pop To:

6

7

Proposal Date:

Effective Date:

8

1. Name
2. Scope
3. Order Type
4. Change Type
5. Pop From
6. Pop To
7. Proposal date
8. Effective Date

FINANCIALS

| Field | 1 | Amount | 2 | Adjustment | 3 |
|--------------|---|--------|----|------------------|---|
| Fixed Price: | | | \$ | select an option | |
| Cost: | | | \$ | select an option | |
| Fee: | | | \$ | select an option | |
| Obligated: | | | \$ | select an option | |

1. Field
2. Amount
3. Adjustment

1

CHANGES MADE

2

☐ Add/Change Funding Data

☐ Administrative Change

☐ Change PoP

☐ Change Scope/SOW

☐ Incorporate Proposal

☐ Option Exercise

1. Change Made
2. Check Box

11 How to upload a new document to a program?

Create a new folder or select an existing folder

DOCUMENTS FOLDERS

1

Funds

Legal

☒

☐

1. New Folder

Choose file(s) and upload them

NEW FILE

1

Choose Files

No file chosen

| 2 | Name | Size | 3 | Status | 4 | Actions | 5 |
|---|------|------|---|--------|---|---------|---|
|---|------|------|---|--------|---|---------|---|

Upload all

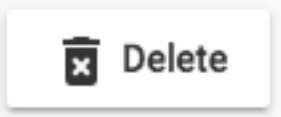
Stop

1. Choose File
2. Name
3. Size
4. Status
5. Actions

The application will keep you informed of the status of upload

12 How to remove a program?

Use the delete button at top of the program to delete. This would remove the program from all the listings.



13 How to manage data in auto complete fields?

Use *settings* to manage users, contacts and places across the application



- 1. Users
- 2. Contacts
- 3. Places

13.1 Managing Users

13.1.1 Viewing list of users

| USERS | | | | | | New |
|-------|---------------|--------------|---------------|-----------------------|---------|-------------|
| # | Name 1 | Login 2 | Mobile 3 | Email 4 | Type 5 | |
| 1 | Albert Smith | Albert.smith | +919856985542 | Sksushil999@Gmail.Com | Legal | Edit Delete |
| 2 | Big Show | william.beth | +10245698569 | Willil54@Gmail.Com | Finance | Edit Delete |
| 3 | Brait Lee | Lee.Brait | +14545454545 | LeeCooper@Gmail.Com | Legal | Edit Delete |
| 4 | Jerry | jerry_123 | +102894759869 | Jerry@Msn.Com | Legal | Edit Delete |
| 5 | Justin Clark | dean.newport | +919856456465 | Justin@Gmail.Com | Legal | Edit Delete |
| 6 | Newdean | newdean | +11458456789 | Newdean@Gmail.Com | Legal | Edit Delete |
| 7 | Sachin Sharma | sachin | +919454545454 | Sachin@Gmail.Com | Legal | Edit Delete |

< Previous

1

Next >

- 1. Name
- 2. Login
- 3. Mobile
- 4. Email
- 5. Type

13.1.2 Creating a new user

Use the *New* button to fill in details and then *Save* button for it to available in program edit/create.

NEW USER 7

1 First Name*:

2 Last Name:

3 Login*:

4 Mobile*:

5 Email*:

6 Type*:

Save

Cancel

- 1. First Name
- 2. Last name
- 3. Login
- 4. Mobile
- 5. Email
- 6. Type
- 7. Save

13.2 Managing Contacts

13.2.1 Viewing Contacts

| CONTACTS | | | | | |
|----------|----------------|--------------------------|--------------|---|-------------|
| # | Name 1 | Email 2 | Telephone 3 | Address 4 | |
| 1 | Andrew Flintop | Andrew.Contact@Gmail.Com | 9876543210 | Roland Witvoet , Richard Paul, Liza R, 110003, India | Edit Delete |
| 2 | Fred | Fed_1@Gmail.Com | +14589345869 | New Street , Wyllas, Paris, 75020, France | Edit Delete |
| 3 | Michel Clark | Michel@Gmail.Com | 310-775-2525 | Ciudad Colonial (Santo Domingo), San Juan, Montserrat, 00801, West Indies | Edit Delete |
| 4 | Thomson Brett | Thomso@Ymail.Com | 202-738-5077 | Street , Seiri, Paris, 213456, France | Edit Delete |

< Previous

1

Next

- 1. Name
- 2. Email
- 3. Telephone
- 4. Address

13.2.2 Creating a new contact

Use the *New* button to fill in details and then *Save* button for it to available in program edit/create.

NEW CONTACT

1 First Name*

2 Last Name:

3 Email*:

4 Telephone*:

5 Street:

6 City:

7 State:

8 Postal Code:

9 Country:

Country Search

Save

Cancel

- A. First Name
- B. Last Name
- C. Email
- D. Telephone
- E. Street
- F. City
- G. State
- H. Postal Code
- I. Country

13.3 Managing Places

13.3.1 Viewing places

| PLACES | | |
|--------|---------|------------------------------------|
| # | Name | |
| 1 | Alaska | <div>2</div> <div>EditDelete</div> |
| 2 | Arizona | <div>EditDelete</div> |

- Name
- Edit/Delete

13.3.2 Creating new place

Use the *New* button to fill in details and then *Save* button for it to available in program edit/create.

NEW PLACES

Name*

Save

Cancel

1. Name

Appendix

• Advance Filter Options

- 1. Phase
- 2. Contract Type
- 3. Subcontract
- 4. Prime Contract
- 5. Program Number
- 6. Contract Id
- 7. RFP#

• Program Phases

- | | | |
|----------------------------|----------------------|------------------------|
| 1. Active | 10. Error | 19. Processed |
| 2. Approved | 11. Inactive | 20. Proposal |
| 3. Approved (Pending) | 12. Locked | 21. Re-Open |
| 4. Cancelled | 13. Lost | 22. Rejected |
| 5. Cancelled (Pending) | 14. Not Submitted | 23. rejected (Pending) |
| 6. Close | 15. Open With IT | 24. Reopen |
| 7. Close - Out | 16. Open-OLD | 25. Research Pending |
| 8. Closed | 17. Pending Approval | 26. Submitted |
| 9. Contract Administration | 18. Pre-Proposal | |

• Contract Types in a Program

- | | | |
|----------------------|---------------------------|--------------------------|
| 1. Time and Material | 7. Fixed Price | 13. Cost reimbursable |
| 2. Level of efforts | 8. Level of efforts | 14. cost plus incentive |
| 3. Letter Contract | 9. Firm Fixed with EPA | 15. Cost plus Fixed fees |
| 4. Labour hours | 10. Firm Fixed Price | 16. Cost plus Award fees |
| 5. IDIQ | 11. Firm fixed Incentives | |
| 6. Fixed Unit Price | 12. Cost sharing | |

• Service Offerings in a Program

- | | | |
|------------------------------------|---|----------------------------|
| 1. Applications Development & Mgt | 8. E Communities | 14. Midrange |
| 2. Applications Maintenance | 9. Enterprise Customer Management | 15. Procurement |
| 3. Asset Mgt and Maintenance | 10. Health Care Finance Administration (HCFA) | 16. Project Support |
| 4. Business Continuity | 11. Help Desk | 17. Telecommunications |
| 5. Claims or Settlement Processing | 12. Internet Solutions & Applications | 18. Training and Education |
| 6. Consulting | 13. Mainframe | |
| 7. Desktop/Client Server | | |

• Corporate CAGE Codes

- 1. 05HD8
- 2. 1U305
- 3. 0CVK8
- 4. 24612
- 5. 00MK8
- 6. TBD
- 7. 1D6O3
- 8. 4TJT0
- 9. 39500000

• Corporate Locations

- 1. 5400 Legacy Drive, Plano, TX
- 2. 13600 EDS Drive, Herndon, VA
- 3. 225 Grandview Ave, Camp Hill, PA
- 4. 1600 North Beauregard Street, Alexandria, VA
- 5. 7900 Westpark Dr, T-600, McLean, VA
- 6. Falls Church, VA
- 7. 4646 Needmore Rd, P.O. Box 24593, Dayton, OH 45424
- 8. SafeGuard Services
- 9. NHIC

• Affiliation Types

- | | | |
|---------------------|---------------------|---------------------|
| 1. Default | 7. is a cross clai | 13. is subpoena for |
| 2. is a third part | 8. is a master agr | 14. is a cross refe |
| 3. is an addendum | 9. is a master cas | 15. is an order und |
| 4. is a counter cl | 10. is a related cl | 16. is related to |
| 5. is a consolidate | 11. is a related is | |
| 6. is consolidated | 12. is the same iss | |

• Contact Types

- 1. Awarding agency
- 2. Govt. POC
- 3. Contractor
- 4. Payment Office

• Terms and Conditions

- | | | |
|--|--|--|
| 1. Products | 31. SEI/CCM Applicability | 58. FOIA Copies Required |
| 2. Financial | 32. ISO 9000 Applicability | 59. Show Cause Provision |
| 3. Performance | 33. Warranty Provisions | 60. Cure Notice Provision |
| 4. Security | 34. Cancellation Provisions | 61. Other (Key Issues) |
| 5. Corp. Risk | 35. Liquidated Damages | 62. Truth in Negotiations Act (TINA) |
| 6. Key Issues | 36. Government Property | 63. Cost Sharing (Identify Terms of Arrangement) |
| 7. Other | 37. Engineering Changes/Value Engineering Changes | 64. Level of Effort (Identify Limitations) |
| 8. Unusual Terms/Conditions | 38. Other (Performance) | 65. Overtime Restrictions (FAR 52.222-2) |
| 9. Subcontracting | 39. Security Clearances | 66. Restrictions or Special Regts For Subcontracts |
| 10. Key Personnel | 40. DD 254 | 67. Other Special Provisions/Limitations |
| 11. Service Contract Act | 41. Non-Publicity | 68. Restrictions on Subcontracting |
| 12. No Hire/No Solicitation Clause | 42. Other (Security) | 69. Notification and/or Consent Requirements |
| 13. Other (Labor) | 43. System Development With Fixed Or Capped Pricing | 70. Subcontracting Plan Required |
| 14. Buy American Act/Trade Agreement Act | 44. Customer With Credit Risk | 71. Subcontracting Plan Not Required |
| 15. New Materials Clause | 45. Contractual Financial Performance Penalties | 72. List of Subcontractors |
| 16. Discounted Products/Technology Refreshments | 46. Payment Terms > 45 Days After The Month of Service | 73. Organizational Conflict of Interest Potential |
| 17. Special Test Equipment Required | 47. Pricing Adjustments Using Benchmarks, etc. | 74. TINA-FAR 52.215-10 |
| 18. Customer Paying For Development of Product(s) | 48. Most Favored Customer Provisions | 75. TINA-FAR 52.215-11 |
| 19. EDS Retains Ownership of Products | 49. Non-competition or Other Exclusivity Provisions | 76. TINA-FAR 52.215-12 |
| 20. Other (Products) | 50. Economic and Monetary Union (EMU) Compliance | 77. TINA-FAR 52.215-13 |
| 21. Cost or Pricing Data Required | 51. Year 2000 Compliance | 78. Labor |
| 22. Defective Pricing Clause | 52. Costing Based On Non-Std Infrastructure Charges | 79. Key Personnel |
| 23. Caps On Indirect Rates | 53. Media Release Restrictions | 80. Service Contract Act |
| 24. FCCOM Allowed | 54. Rights in Technical Data/Computer SW | 81. No Hire/No Solicitation Clause |
| 25. Economic Price Adjustment Clause | 55. Incorporation of Sections K, L and/or M | 82. Other (Labor) |
| 26. FAR Penalty Clause (52.242-3) | 56. Commercial Terms and Conditions | 83. CAS Clauses FAR 52.230-5 |
| 27. Precontract or Cost Allowable Restrictions | 57. Corporate Agreements Applicable | 84. CAS Clauses FAR 52.230-4 |
| 28. Costs Specifically Unallowable By Contract Terms | | 85. CAS Clauses FAR 52.230-6 |
| 29. Profit or Fee Provisions In The Contract | | 86. CAS Clauses FAR 52.230-1 |
| 30. CAS Clauses (FARs 52.230-1 thru 52.230-6) | | 87. CAS Clauses FAR 52.230-2 |
| | | 88. CAS Clauses FAR 52.230-3 |

• Order Scope

- | | | |
|--|---------------------------------------|--|
| 1. TBD | 14. Consulting services | 27. Intel |
| 2. Certification and Deployment Procedures | 15. Center outsourcing | 28. Intranet/Internet design and/or management |
| 3. Year 2000 efforts | 16. Site surveys and/or design | 29. Hardware/Software |
| 4. Product Delivery | 17. Network management | 30. Data processing |
| 5. Telecommunication | 18. Personnel systems | 31. Distance Learning |
| 6. Cable installation | 19. Seat Management | 32. Warranty and maintenance |
| 7. Program/facilities modernization | 20. Integrated Data Environment (IDE) | 33. Training |
| 8. Infrastructure Services | 21. Software | 34. Intranet/Internet/Web design and/or management |
| 9. Installation | 22. Facilities management | 35. Program management |
| 10. Logistics | 23. Emergency Management | 36. Call center/help desk |
| 11. Loan processing/management systems | 24. Outsourcing | 37. Software development |
| 12. Information Assurance | 25. Systems engineering | |
| 13. Hardware | 26. Medical information systems | |

• Order Type

- | | | |
|------------------------|---------------------------------|-------------------------|
| 1. Fixed Unit Price | 6. Firm Fixed Price | 11. Firm Fixed with EPA |
| 2. Cost Plus Incentive | 7. Cost Plus Fixed Fee | 12. Cost Plus Award Fee |
| 3. Level of Effort | 8. Fixed Price, Level-Of-Effort | 13. Cost Sharing |
| 4. Time and Materials | 9. Letter Contract | 14. IDIQ |
| 5. Cost Reimbursable | 10. Firm Fixed Incentive | 15. Labor Hour |